

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 05/22/2008)

The following is a template of a transmittal memorandum providing a draft Reclamation Manual release for review and comment. The highlights indicate information that must be customized for each specific release.

Mail code
RIM-1.10

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: Reclamation Leadership Team

From: Senior Executive for your organization

Subject: Request for Review and Comment on Draft Reclamation Manual Directives and Standards/Policy, Subject of Reclamation Manual Document

The purpose of this memorandum is to request your review and comment on the subject Reclamation Manual Directive and Standard/Policy (attached). This document has been developed in coordination with name of offices and or program staff.

To facilitate the distribution of this request, copies have been provided to the regional policy contacts, area managers, and specific program contacts; however, your organization's consolidated comments must be submitted under the directorate's signature to name within 30 calendar days of the date of this memorandum. If your comments are provided in hard copy, we would appreciate an electronic version of your comments sent to name at Web address.

If you have any questions regarding the substance of this draft Directive and Standard/Policy, please contact name at phone number.
Attachment

cc: Program Contacts

PN-3030 (Tholen), MP-100 (Light), NAAO-1100 (Saint), UC-410 (Lawler), UC-411 (Rideout), GP-1220 (Suralski) (These are the regional policy contacts who have been identified by the Regional Directors to assist in ensuring that drafts are disseminated to the appropriate offices for review and comment, consolidate regional comments for signature, and serve as a contact for follow-up questions.)
Area Managers
w/att to each

bc: originating office code, 84-52000 (Kerstiens, Vigil)
w/att to each